DEFENSE ARJ GUIDELINES FOR CONTRIBUTORS

The *Defense Acquisition Research Journal (ARJ)* is a scholarly peer-reviewed journal published by the Defense Acquisition University (DAU). All submissions receive a blind review to ensure impartial evaluation.

IN GENERAL

We welcome submissions from anyone involved in the defense acquisition process. *Defense acquisition* is defined as the conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services needed for a nation's defense and security, or intended for use to support military missions.

Research involves the creation of new knowledge. This generally requires using material from primary sources, including program documents, policy papers, memoranda, surveys, interviews, etc. Articles are characterized by a systematic inquiry into a subject to discover/revise facts or theories with the possibility of influencing the development of acquisition policy and/or process.

We encourage prospective writers to coauthor, adding depth to manuscripts. It is recommended that a mentor be selected who has been previously published or has expertise in the manuscript's subject. Authors should be familiar with the style and format of previous *Defense ARJs* and adhere to the use of endnotes versus footnotes, formatting of reference lists, and the use of designated style guides. *It is also the responsibility of the corresponding author to furnish a government agency/employer clearance with each submission.*

MANUSCRIPTS

Manuscripts should reflect research of empirically supported experience in one or more of the areas of acquisition discussed above. Research articles should not exceed 4,500 words.

Audience and Writing Style

The readers of the *Defense ARJ* are primarily practitioners within the defense acquisition community. Authors should therefore strive to demonstrate, clearly and concisely, how their work affects this community. At the same time, do not take an overly scholarly approach in either content or language.

Format

Please submit your manuscript with references in APA format (author-date-page number form of citation) as outlined in the *Publication Manual of the American Psychological Association* (6th Edition). For all other style questions, please refer to the *Chicago Manual of Style* (15th Edition).

Contributors are encouraged to seek the advice of a reference librarian in completing citation of government documents because standard formulas of citations may provide incomplete information in reference to government works. Helpful guidance is also available in Garner, D. L., and Smith, D. H., 1993, *The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians* (Rev. Ed.), Bethesda, MD: Congressional Information Service.

Pages should be double-spaced and organized in the following order: title page, abstract (120 words or less), two-line summary, list of keywords (five words or less), body of the paper, reference list (works cited), author's note (if any), and any figures or tables.

Figures or tables should *not* be inserted (or embedded, etc.) into the text, but segregated (one to a page) following the text. When material is submitted electronically, *each figure or table should be saved to a separate, exportable file* (i.e., a readable EPS file). For additional information on the preparation of figures or tables, see CBE Scientific Illustration Committee, 1988, *Illustrating Science: Standards for Publication*, Bethesda, MD: Council of Biology Editors. Restructure briefing charts and slides to look similar to those in previous issues of the *Defense ARJ*.

The author (or corresponding author in cases of multiple authors) should *attach to the manuscript a signed cover letter* that provides all of the authors' names, mailing and e-mail addresses, as well as telephone and fax numbers. The letter should verify that the submission is an original product of the author; that it has not been previously published in another journal (monographs and conference proceedings, however, are okay); and that it is not under consideration by another journal for publication. Details about the manuscript should also be included in this letter: for example, title, word length, a description of the computer application programs, and file names used on enclosed CDs, e-mail attachments, or other electronic media.

COPYRIGHT

The *Defense ARJ* is a publication of the United States Government and as such is not copyrighted. Because the *Defense ARJ* is posted as a complete document on the DAU homepage, we will not accept copyrighted manuscripts that require special posting requirements or restrictions. If we do publish your copyrighted article, we will print only the usual caveats. The work of federal employees undertaken as part of their official duties is not subject to copyright except in rare cases.

Web-only publications will be held to the same high standards and scrutiny as articles that appear in the printed version of the journal and will be posted to the DAU website at www.dau.mil.

In citing the work of others, please be precise when following the author-date-page number format. It is the contributor's responsibility to obtain permission from a copyright holder if the proposed use exceeds the fair use provisions of the law (see U.S. Government Printing Office, 1994, *Circular 92: Copyright Law of the United States of America,* p. 15, Washington, D.C.). Contributors will be required to submit a copy of the writer's permission to the Managing Editor before publication.

Policy

We reserve the right to decline any article that fails to meet the following copyright requirements:

- The author cannot obtain permission to use previously copyrighted material (e.g., graphs or illustrations) in the article.
- The author will not allow DAU to post the article in our *Defense ARJ* issue on our Internet homepage.
- The author requires that usual copyright notices be posted with the article.
- To publish the article requires copyright payment by the DAU Press.

SUBMISSION

All manuscript submissions should include the following:

- Cover letter
- Biographical sketch for each author
- Headshot for each author should be saved to a CDR disk as a 300 dpi (dots per inch) or high-print quality JPEG or Tiff file saved as no less than 5x7. Please note: images from Web, PowerPoint, or e-mail will *not* be accepted due to low image quality.
- One copy of the typed manuscript, including:
  - Abstract of article
  - Two-line summary
  - Keywords (5 words or less)

These items should be sent electronically, as appropriately labeled files, to *Defense ARJ* Managing Editor, Norene Fagan-Blanch at: Norene.Fagan-Blanch@dau.mil.